



# New Jersey Department of Transportation

Christine Todd Whitman, Governor

1035 Parkway Avenue • CN 600 • Trenton, New Jersey 08625-0600

Frank J. Wilson, Commissioner

Access Control  
at Jughandles and  
Interchanges, and  
Driveway Reviews  
93063 ADU

October 3, 1994

## MEMORANDUM

All Design Units

Supersedes: Memorandum to All Design Units entitled "Design Procedure for Driveway Reviews During Design" dated June 14, 1988; and Memorandum to All Design Units entitled "Right of Way Control of Access at Jughandles and Interchanges" dated May 4, 1989.

The State Highway Access Management Code became effective on September 21, 1992 and applies to projects initiated by the Department which did not reach Phase 2 by September 22, 1992. (Please refer to NJAC 16:47-4.33.) The major changes between former driveway regulations and the Access Code are too many to list in this memo. Many of the geometric standards are in NJAC 16:47-3.8. Please direct questions to the Bureau of Major Access Permits, telephone (609) 530-2875.

### I. ACCESS CONTROL POLICY FOR RAMPS AND AUXILIARY LANES

In order to provide safe and efficient traffic operations on land service highways, the interior of ramps and loops of proposed interchanges and jughandles shall be acquired when access cannot be provided in accordance with the Access Code. In addition, control of access shall be provided on all ramps and jughandles and on all acceleration and deceleration lanes at these locations.

### II. DRIVEWAY REVIEWS

In addition to the responsibilities which were published in the New Jersey Register on March 1, 1993, the Bureau of Major Access Permits, in conjunction with Design staff, will perform all driveway reviews for projects managed by Design and Right of Way. The Regional Maintenance offices will perform driveway reviews for projects managed by Construction and Maintenance.

The following procedures are effective immediately for projects not yet submitted for Phase 2 Review. For projects which have been submitted for Phase 2 Review, direct questions to the Bureau of Major Access Permits, telephone (609) 530-2875.

Access Control  
at Jughandles and  
Interchanges, and  
Driveway Reviews  
93063 ADU  
10/3/94

## II. DRIVEWAY REVIEWS (Cont'd)

### A. GENERAL DRIVEWAY REVIEW PROCEDURES

1. The Designer shall develop plans for the project and meet the requirements and standards set forth in the Access Code. As early as possible in the plan development, the Designer shall schedule a field visit with the Department Project Manager and a representative from the Bureau of Major Access Permits. Between Phase 1 and Phase 2, the Designer shall forward three sets of project plans for driveway review to the Department Project Manager. The plans shall indicate all existing topography that could affect driveway design such as buildings, trees, utilities and drainage. The plans shall also indicate property owners, property lines, and, if possible, property use and size of use. The Designer shall use tax maps and tax assessor records to identify ownership.
2. Upon receipt of the plans, the Department Project Manager will check for consistency with the scope of the project and with the decisions reached during the field visit, and will take one of the following actions:
  - . If, after discussion with the Bureau of Major Access Permits, it is determined that the plans are not consistent with the above items, the Department Project Manager will return the plans to the Designer for correction.
  - . If the plans are acceptable, the Department Project Manager will forward the three sets to the Bureau of Major Access Permits.
3. After reviewing the plans for conformance to NJAC 16:47, the Bureau of Major Access Permits will confer with the Department Project Manager before finalizing comments. The Bureau of Major Access Permits will keep one set for file and will forward one set of marked-up plans and comments to the Department Project Manager and one set to the Designer.
4. The Designer will revise the plans according to the comments and will return three sets of revised plans to the Bureau of Major Access Permits.

Access Control  
at Jughandles and  
Interchanges, and  
Driveway Reviews  
93063 ADU  
10/3/94

## II. DRIVEWAY REVIEWS (Cont'd)

### A. GENERAL DRIVEWAY REVIEW PROCEDURES (Cont'd)

5. The Bureau of Major Access Permits representative may make on-site contact with the owners of the lots where access is to be modified or revoked. Differences will be negotiated with the owner and the owner will be informed of the Department's decision. Negotiations will take place only at the owner's direction. Although all access negotiations should be completed prior to the preliminary right of way submission, the preliminary right of way submission may be made before all negotiations are completed if the parcels still under negotiation are so noted on the submission.

NOTE: Modifications of access will be handled by the Bureau of Major Access Permits in accordance with NJAC 16:47-4.33(b)2. Revocations of access will be handled by the Bureau of Major Access Permits in accordance with NJAC 16:47-4.3(n) and 4.33(b)3.

6. Upon final resolution of the driveway treatments in accordance with Step 5, the Bureau of Major Access Permits will forward one set of marked-up plans and instructions to the Designer, one set to the Department Project Manager and retain one set for file.

### B. SPECIAL DRIVEWAY REVIEW PROCEDURES FOR RESURFACING PROJECTS

Resurfacing projects have limited design time, limited scope, and resource constraints. Therefore, driveways to be altered under these projects are only those with a documented accident problem or located near an intersection where driveway conflicts may be contributing to a documented accident problem.

The following procedure shall be used to determine if a particular driveway is to be improved as part of a resurfacing project.

1. The Designer or the Department Project Manager will contact the local police department's Traffic Safety Officer to determine if there are any driveways within the project limits that have an accident history. If there is no local police jurisdiction within the project limits, the nearest New Jersey State Police Troop will be contacted.

NOTE: Contact the Regional Design office or the Office of Special Projects for the name of the local police jurisdiction or New Jersey State Police Troop as listed in the booklet, "Law Enforcement Agencies in New Jersey."

Access Control  
at Jughandles and  
Interchanges, and  
Driveway Reviews  
93063 ADU  
10/3/94

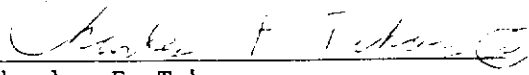
## II. DRIVEWAY REVIEWS (Cont'd)

### B. SPECIAL DRIVEWAY REVIEW PROCEDURES FOR RESURFACING PROJECTS (Cont'd)

2. a. If no accident locations are identified, access improvements are not required for the project.
- b. If the police identify a problem area, the Department Project Manager will request the police to provide copies of accident records. If records are unavailable from the police, they may be obtained from the Bureau of Transportation Data Development, Accident Records Section.
3. The Department Project Manager will then analyze the accident records to determine the following:
  - a. For driveways to a single family residence:

If the number of accidents at an identified location is greater than an average of 1 per year, proceed to Step 4. Otherwise, no improvement is necessary.
  - b. For all other driveways:

If the number of accidents at an identified location is greater than an average of 3 per year, proceed to Step 4. Otherwise, no improvement is necessary.
4. If the Designer determines that the accidents at a location are attributable to a substandard access feature, then the access location shall be improved to comply with the standards of the Access Code, in accordance with Part A. General Driveway Review Procedures.

  
Charles F. Takacs  
Director, Division of Roadway Design  
(Chief Engineer of Roadway Design)